

## Vaccines For Children (VFC) Program VACCINE BORROWING REPORT

VFC-enrolled providers are expected to manage and maintain an adequate inventory of vaccine for both their VFC and non-VFC-eligible patients. **Planned borrowing of VFC vaccine including the use of VFC vaccine as a replacement system for a provider's privately purchased vaccine inventory is not permissible.**

VFC-enrolled providers must ensure borrowing VFC vaccine will not prevent a VFC-eligible child from receiving a needed vaccination. Infrequent exchanging between VFC and private stock of a short-dated vaccine dose may be performed if the provider serves a small number of private pay patients, the dose is one month from expiration, or the dose of vaccine cannot be used for the population it is intended for prior to the expiration date.

### COMPLETE THIS FORM WHEN:

- A dose of VFC vaccine is administered to a non VFC-eligible child
- A dose of SC State or privately-purchased vaccine is administered to a VFC-eligible child

### HOW TO COMPLETE THIS FORM:

- Enter information on each dose of vaccine borrowed in a separate row in the Vaccine Borrowing Report Table.
- All columns must be completed for each dose borrowed
- The provider must sign and date at the bottom of this report
- Enter the corresponding reason code in column F of the Borrowing Report Table on page 2.
- Enter details of reason in Column F if an Other code (7Other or 13Other) is entered in the Vaccine Borrowing Report Table.

### Reason for Vaccine Borrowing and Replacement Coding Legend

Reason for Borrowing VFC Dose	Code	Reason for Borrowing Private/SC State Dose	Code
Private/SC State vaccine shipment delay (vaccine order placed on time/delay in shipping)	1	VFC vaccine shipment delay (order placed on time/delay in shipping)	8
Private/SC State vaccine not useable on arrival (vials broken, temperature monitor out of range)	2	VFC vaccine not useable on arrival (vials broken, temperature monitor out of range)	9
Ran out of private/SC State vaccine between orders (not due to shipping delays)	3	Ran out of VFC vaccine between orders (not due to shipping delays)	10
Short-dated private/SC State dose was exchanged with VFC dose	4	Short-dated VFC dose was exchanged with private dose	11
Accidental use of Private/SC State dose for VFC eligible child	5	Accidental use of a VFC dose for a child not eligible for the VFC program	12
Replacement of Private dose with VFC when insurance plan did not cover vaccine	6	Other – Describe:	13 Other
Other – Describe:	7 Other		

### WHAT TO DO WITH THIS FORM:

- Completed forms must be retained as a VFC program record and made available to the State/Local or Territorial Immunization Program upon request.



## Vaccines For Children (VFC) Program VACCINE BORROWING REPORT

Facility Name: \_\_\_\_\_

Pin #: \_\_\_\_\_

Date Range of Vaccine Reporting (date of first dose borrowed to date of last dose borrowed): \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**VACCINE BORROWING REPORT TABLE**

A Vaccine Type Borrowed	B Stock Used (VFC/State/Private)	C Patient Name	D Patient DOB (MM/DD/YYYY)	E Date Dose Administered (MM/DD/YYYY)	F Reason Appropriate Vaccine Stock was not Used (Use legend code on page 1 to mark one reason for each dose borrowed)	G Date Dose Returned to Appropriate Stock (MM/DD/YYYY)

I hereby certify, subject to penalty under the False Claims Act (31 U.S.C. § 3730) and other applicable Federal and state law, that VFC vaccine dose borrowing and replacement reported on this form has been accurately reported and conducted in conformance with VFC provisions for such borrowing and further certify that all VFC doses borrowed during the noted time period have been fully reported on this form.

Provider Name:

Provider Signature:

Date:

## Vaccines For Children (VFC) Program VACCINE BORROWING REPORT

### Instructions for Completing

#### **Purpose:**

The purpose of the VFC Vaccine Borrowing Report is to provide documentation of borrowed vaccine from one stock type to another stock type (e.g. private stock, SC State or VFC stock) in rare occurrences due to the appropriate stock not being available. **Planned borrowing of VFC vaccine including the use of VFC vaccine as a replacement system for a provider's privately purchased vaccine inventory is not permissible.** Vaccines that come in Multidose vials are not eligible for exchange.

#### **Item-By-Item Instructions:**

1. Enter Provider Identification Number and all contact information in space provided.
2. For each vaccine type borrowed from either private stock or publicly funded vaccine stock, complete all fields (i.e., Vaccine Type Borrowed, Stock Used, Patient Name, Date of Birth, Date Dose Administered, and Reason Appropriate Vaccine Stock was not Used, Date Dose Returned to Appropriate Stock. Each vaccine a child receives must be listed on a separate row
3. In Column F of the table above, if the "Other" (7 other or 13 other) reason code is selected the provider must enter additional details of this selection.
4. Once the vaccine is replaced, enter the date in the Date Dose Returned to Appropriate Stock column.
5. The provider must print, sign and date the form.
6. Borrowing and Replacement of vaccines requires approval by the VFC Program.  
For approval email the VFC Program at [immunize@dhec.sc.gov](mailto:immunize@dhec.sc.gov).

***Important Note: Inventory must be rotated to ensure that the shortest dated vaccine is used first. VFC or SC State vaccine with short expiration dates (expiring within 3 months) should be reported to the VFC Program, if the provider site does not anticipate using these short-dated vaccines before they expire.***

#### **Office Mechanics and Filing:**

Completed VFC Vaccine Borrowing Report (s) are to be maintained by the VFC provider as part of the VFC program records for (3) years. If a copy is requested by the VFC Program via US Mail, then it will also be retained for (3) years. These borrowing reports must be kept as part of the VFC program records and be made available to the Immunization Division's State Office upon request and Immunization Division filed staff during the VFC site visit.

When a provider has borrowed vaccine from one stock to administer to a child who is only eligible to receive vaccine from the other stock, this form must be COMPLETELY FILLED OUT for each borrowing occurrence. Each vaccine a child receives must be listed on a separate row. As soon as the borrowed doses of vaccine are replaced to the appropriate vaccine stock that date must be entered on this form.